All Local Education Agencies (LEAs) and Community Based Organizations (CBOs) are provided an opportunity to appeal findings reported in the DC Annual Enrollment Audit.

Appeals Process: There are two rounds of appeals: desktop appeals and in-person appeals.

- A desktop appeal is necessary before moving to an in-person appeal.

- All appeals require the LEAs or CBOs to submit an appeals package to OSSE for review.

Dec. 22, 2015 at 5 p.m. is the deadline to submit desktop appeals. Appeals forms and packages <u>must</u> be submitted via OSSE's Enrollment Audit / Child Count QuickBase Tool . Please see detailed guidance on how to submit your appeal in QuickBase on page 3 of this document. OSSE encourages LEAs and CBOs to submit their complete appeals packages as early as possible to avoid delays.

Appeals Timeline

DATE	ACTIVITY/DELIVERABLE
Wednesday, Dec. 16, 2015 | 5 p.m.	Pre-appeals enrollment audit data (including at-risk) released to LEAs via SLED or via QuickBase for CBOs
Tuesday, Dec. 22, 2015 | 5 p.m.	Enrollment audit desktop appeals due to OSSE (via Enrollment Audit / Child Count QuickBase Tool)
Monday, Dec. 28, 2015 - Wednesday, Jan. 6, 2016	Desktop Appeals
Friday, Jan. 15, 2016 | 5 p.m.	In-person appeals request due to OSSE
Thursday, Jan. 21, 2016 - Friday, Jan. 22, 2016	In-person appeals

Key Dates and Deliverables

1. **Enrollment Audit Appeals Deadline:** All appeals packages and documentation must be submitted by **5 p.m. on Tuesday, Dec. 22, 2015.**

   - Appeals forms and packages <u>must</u> be submitted via bulk upload option in OSSE's Enrollment Audit / Child Count QuickBase Tool.

   - Once your appeal has been submitted, please send OSSE an email at *osse.enrollmentaudit@dc.gov* and list each different type of appeal your program has submitted.

   - **Note this is the last opportunity to request changes to the general enrollment, residency, grade-level, at-risk, SPED Level and ELL enrollment data.**

2. **Enrollment Audit Appeals Determinations:** OSSE and the auditing firm will review appeals packages in the order they are received and approve or deny appeals based on submitted documentation. If an in-person appeal is required, OSSE will notify the Head of LEA/CBO and the enrollment audit POC to arrange the date and time of the in-person appeal.

Appeals Packages

The appeals package must include:

- a **roster listing all students being appealed (in Excel format, not as a pdf)**;

- an **Enrollment Audit Student Appeals Form** for each student listed on the appeals roster. Appeals forms separate one student's appeal from the next. The form should proceed the supporting documentation submitted for that student for that appeal type.

- the **supporting documentation** for each appeal.

Once the appeal has been submitted in the QuickBase tool, please email *osse.enrollmentaudit@dc.gov* and list each type of appeal submitted. Note: To reduce file sizes for easier uploading, LEAs can split their appeals packages into more than one bulk upload.

Types of Appeals

The following are the types of appeals:

- Absent Student Documentation
- Limited English Proficient
- Remove Student from Roster (Extra Student) Appeal
- Add Student to Roster (Missing Student)
- Residency Status
- Student Demographics (e.g. misspelled name, gender, race, ethnicity, DOB, grade level)
- Special Education Status and/or Level
- At-Risk

Acceptable Documentation for Common Types of Appeals

LEAs are encouraged to provide any documentation that may support their appeals case, including but not limited to:

- **OSSE Support Tool (OST) tickets** submitted prior to October 7, 2015 addressing the issue
- **Documentation** provided to the auditors for the affected students during resolution meetings
- **Pertinent email exchanges** between LEA or CBO and OSSE/Auditors regarding the issue and affected student

Please note that submitting this documentation does not guarantee that the appeal will be approved. All data corrections requested must first be present in SLED before the appeal can be approved. For example, in order to appeal to change a student's grade from seventh to sixth, the student should appear in sixth grade on the current roster in SLED (or on the roster of the student's last day of enrollment).

Preparing for a Successful Appeal

The following section provides guidance to help prepare appeals packages.

Absent Student Documentation Appeal

- A copy of an acceptable document from the Absent Student Hierarchy on pages 25 and 26 in the 2015-16 Enrollment Audit Handbook.

Limited English Proficient (LEP) Appeal

- The appropriate LEP Identification documentation per the LEP Sample Audit section in the SY 2015-2016 Enrollment Audit Handbook.

Appeal to Remove Student(s) from Roster

- No documentation needs to submitted.
- SLED must reflect a valid withdrawal for the student with the exit date of October 5, 2015 or earlier.

Appeal to Add Student to Roster (Missing Student)

- SLED must reflect a valid stage 5 enrollment for the student with an entry date of October 5, 2015 or earlier.
- Submit the appropriate residency verification form(s) and supporting documentation received during the student's enrollment at the school.

Residency Appeal

- Appropriate residency verification form(s) and supporting documentation received during the student's enrollment at the school.

Student Grade Level/Demographic Data Appeal

- No documentation needs to submitted. The data must be accurately reflected in SLED according to the corrected data element in the appeals roster.

Special Education Status and/or Level

- Printout from the SEDS system demonstrating that the student was actively receiving special education services.

At-Risk Appeal

Note: Appeals to request that a sibling also receive at-risk status will be reviewed on a case-by-case basis.

- **Homeless students:** McKinney-Vento (MKV) referral form, letter from shelter, The Community Partnership (TCP) data, or record from MKV QuickBase app
- **TANF/SNAP recipients:** DHS issued benefits notification, case worker print out
- **Students in foster care:** Letter or correspondence from CFSA
- **Overage high school students:** No documentation needs to be submitted. The student's grade level and date of birth must be accurately reflected in SLED.
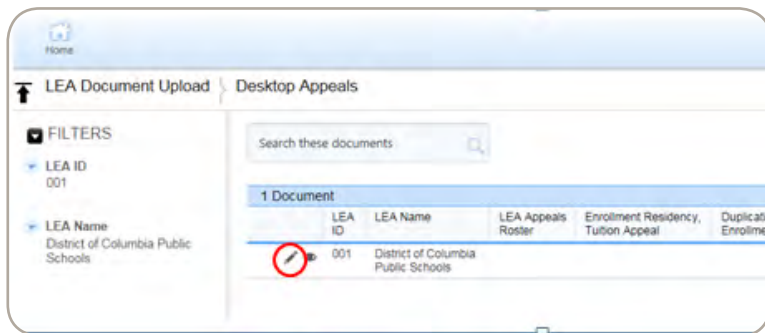
Guidance on successfully submitting appeals in QuickBase

To successfully submit appeals:

1. Log-in to the Enrollment Audit/Child Count QuickBase application and navigate to your dashboard (i.e. Enrollment Audit, LEP, or CBO).
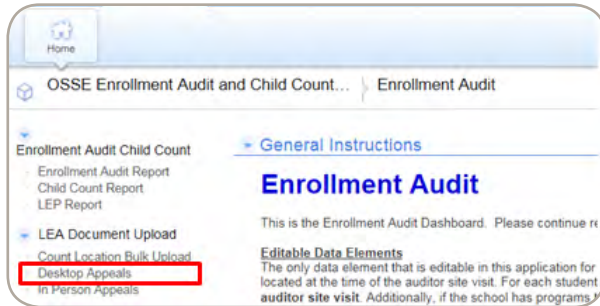
2. Select the "Desktop Appeals" report on the left navigation panel

3. To upload documents, click on the Edit icon (✏).

4. Select Browse in the field where you intend to upload documentation, upload the document, then click Save. Please note that it is possible to upload more than one document in a single field. Only the last document uploaded will be visible when saved but the auditor and the LEA will be able to access all documents uploaded by clicking on the revisions button (📄 Revisions).